



Completing the Public safety Application



12/01/2005

INSTRUCTIONS

This guide is designed to assist you in the completion of the Public Safety application. Many applicants either misunderstand questions listed on the application or do not provide the specific information requested. This guide was drafted with the intent to clarify what is being asked and eliminate any ambiguity you the applicant may have.

Questions from the application are typed in **bold** print and are followed by their respective explanations, typed in regular print. Some explanations are very direct. This was done in an attempt to leave no doubt as to what is being asked. When a question ask have you “have you ever”, that is exactly what it means, **ever**, as in since you were born. A time limit does not exist. This is the way in which you, the applicant need to approach this application, direct and to the point. Attempts to circumvent or avoid answering a question directly may result in you being absent from our ranks.

You are directed to attach several documents to the application at time of submission. Some of these documents may require some time for you to acquire them. This is why it is important that you pay close attention to application submission deadlines and the amount of time it takes for governmental agencies to send you these items. In other words, **don’t wait for the last minute to get your paperwork together**. It is **your responsibility** to collect, complete, and submit your application prior to the deadline.

City of Norfolk's Public Safety Application

The purpose of this guide is to assist you with the completion of the City of Norfolk Public Safety application. As you read this guide you may notice repeated references to such topics as neatness, honesty, and completeness, this is because it is imperative that those traits be exercised when completing this application. Remember, you are completing an application for a job that holds a lot of responsibility and power, and, requires a lot of personal responsibility on your part.

When completing the application, it is important that the applicant be as detailed as possible. A complete background investigation will be conducted in which all information contained on the application will be verified. Also, after the background investigation, the applicant will be asked specific questions references entries made on the application. This is why it is imperative that the information you give is correct and complete.

All responses need to be neatly printed or typed. It is very important that the reader be able to understand all entries. A neatly and clearly printed application can avoid delays and misunderstandings which; could possibly, cost you a job. Remember, writing is a form of communication, if the only person who can read it is you, then you are not communicating.

Position Applying for: Enter Police Recruit

The information listed below refers to the box titled **BELOW FOR OFFICAL USE ONLY**. The following is a list of documents you need to attach to your application. The documents should be attached in the order in which they are listed below.

Date received by HR: MO/DAY/YEAR- Do not enter any information on these lines; this is for Human Resources use only

BACKGROUND INFO. FORM NOTARIZED- Ensure that AUTHORIZATION FOR RELEASE OF INFORMATION form is notarized

DMV RECORD (WITHIN 1 YR FROM STATE OF LICENSURE) - This is the transcript of your driving history from the state in which you are licensed. This document can not be more than one year old at the time you submit your application.

DD-214 (LONG FORM) at time of application for past military- Submit the **2 (TWO)** page form DD-214 with your application

BIRTH CERTIFICATE- Attach a copy of your birth certificate or Naturalization Certificate

HIGH SCHOOL DIPLOMA OR GED CERTIFICATE- Attach a copy of your High School Diploma or GED

APPROVED BY: **DATE:** - These two areas are for Human Resources use only

GENERAL INFORMATION

- Please type or print in ink
- TO BE CONSIDERED PLEASE COMPLEATE YOUR APPLICATION IN ITS ENTIRETY, PROVIDING REQUESTED SIGNATURE(S).
- THE DEPARTMENT OF HUMAN RESOURCES MUST RECEIVE YOUR APPLICATION BY THE STATED COLSING DATE.
- ALL INFORMATION SUBMITTED IS SUBJECT TO VERIFICATION.
- THE CITY OF NORFOLK HIRES ONLY THOSE LEGALLY ELIGIBLE FOR

EMPLOYMENT IN THE UNITED STATES.

- **IF YOU REQUIRE SPECIAL DISABILITY ACCOMMODATIONS, INDICATE THIS IN THE APPROPRIATE AREA OF THE APPLICATION**

APPLICANT INFORMATION

Name- Enter your **COMPLETE** name as instructed (**Last, First, and Middle**)

Mailing Address- This is the address you are living at when you have completed the application. If the applicant should move after the submission of the application, then he/she needs to contact the City of Norfolk Human Resources office (Not Recruiting) and inform them of this change.

SSN (Social Security Number) - Enter your social security number where directed.

Home Phone- Enter your current home phone number

Work Phone- Enter your current work number. If you are unemployed, indicate such in the space provided.

E-Mail- Provide your current e-mail address, if you have one. If you do not possess an email address, simply write N/A in the space provided.

EDUCATION

High School

Name and Address- Print the name and address of the high school you graduated from

Date Last Attended- The date you graduated from high school

Received

Check the Diploma box if you received a diploma or, if you received your GED, check the **Other** box and write GED on the line provided.

OTHER (Specify) - If you have more than 12 years of formal education, enter this on the

HIGHEST GRADE COMPLETED line (i.e., Associates or Bachelors Degree).

E-Mail- Clearly print your E-Mail address

YOUR NAME -If your name was different than what it is now, while attending any of the schools you have listed, please indicate such on the line provided

COLLEGE, UNIVERSITY, OR PROFESSIONAL SCHOOL

In the spaces indicated, list the **NAME OF SCHOOL, LOCATION, LAST DATE ATTENDED, COURSE OF STUDY, CREDIT HOURS EARNED, and DEGREE EARNED**

YOUR NAME- If your name was different, from what it is now, while attending any of the schools you have listed, please indicate such on the line provided

JOB RELATED TRAINING OR COURSE WORK

Indicate all vocational, trade, governmental, business, military, etc. schools you have attended. Indicate the **NAME OF SCHOOL, LOCATION, LAST DATE ATTENDED, COURSE OF STUDY, CREDIT HOURS EARNED**, and date **TRAINING COMPLETED**. If the space provided is not sufficient, attach a separate sheet of paper USING THE SAME FORMAT AS THE APPLICATION and complete your listing.

YOUR NAME- If your name was different, from what it is now, while attending any of the schools you have listed, please indicate such on the line provided.

LICENSURE, REGISTRATION, CERTIFICATION

This area is provided for you to list any and all certifications i.e., driver's license, teaching certifications, RN, PE, CPA, ETC.

NAME LICENSE, REGISTRATION OR CERTIFICATION- List the name of the certification you possess.

Number- Indicate the certification/license number

Date received- The date you completed the course of training and were certified (should coincide with what is displayed on your certificate/curriculum).

Expiration Date- The date your certification/license expires or is no longer valid

Authorizing Agency- What school or organization granted you the license/certification

PERIODS OF EMPLOYMENT

This area is for the applicant to provide a listing of all previous employers. All spaces need to be completed with as much detail as possible. It is imperative that the applicant list all jobs he/she has worked. You do not want the Police Department or the Department of Human Resources to think you are not being completely forthcoming and honest, or for some major bit of omitted information to surface during the background investigation or the oral review board.

NAME OF PRESENT OR LAST EMPLOYER- List the name of the individual or company you are presently working for, or, if you are unemployed, the name of the last individual or company you worked for.

Address- Indicate the name of the company/individual you presently or worked for prior to becoming unemployed.

Phone- List the name of the company/individual you presently worked for or worked for prior to becoming unemployed.

Job Title- Indicate the title or position you currently hold or held at your previous employment.

Name of Supervisor- Provide the name of your current supervisor, or previous supervisor if you are no longer employed by that company/individual, or unemployed.

From/To Dates- Provide the dates that bracket the period which you were employed by the respective company/individual.

Hours per Week- Indicate the hours per week you worked for the company/individual in question.

Reason for Leaving- Provide an accurate reason for your departure (if it is a previous employer) from the respective company/individual.

Duties and Responsibilities- Indicate the duties and responsibilities you held while employed by the indicated company/individual. You do not have a lot of space to provide this information, so be direct and to the point.

Your Name, if Different, While Employed Here- After each block provided for you to enter your employment information, there is a space allocated for you to provide your name if that name was different from the name you used under **APPLICANT INFORMATION**.

SKILLS

This space is provided for you to list any and all skills you possess that you believe are relevant to this position (Police Officer). When completing this section, ensure that you are not replicating information you listed under **Licensure, Registration, and Certification**, or that the information you are entering in this area that should be listed under **Licensure, Registration, and Certification**. If the space provided is insufficient, attach a separate sheet to this application following the same format as the application.

Employment Disciplinary History

List any and all disciplinary action that has been taken against you. This is to include verbal along with letters of reprimand. Again, the applicant needs to be totally honest and forthcoming. Keep in mind, not any or all disciplinary action is grounds for you not to be employed, but if it is perceived that you are being evasive and not practicing total disclosure when it pertains to your application for this position, you might discover that you have evaded yourself out of a job.

HAVE YOU EVER BEEN DISMISSED, ASKED TO RESIGN OR HAD ANY DISCIPLINARY ACTION TAKEN AGAINST YOU FROM ANY EMPLOYMENT OR POSITION YOU HAVE HELD?

☐ **YES** ☐ **NO-** As you can see this is a yes or no question, and it does not give a time period, it simply states anytime i.e., 5,10,15 years ago.

If Yes, Please Provide The Following

Employer- Name the employer/Boss (By name) initiated the disciplinary action.

Date- The date the action was enacted

Reason for Explanation- What was the reason why you were disciplined? We want to hear your version, but ensure you provide the official reason why you were reprimanded.

Background Information

OK, we have another section that starts with a yes or no question. But, before we answer the questions associated with this section, it is important that some meanings are understood

Convicted- Convicted means that you were charged with a crime, by a police officer, or someone secured a warrant against you. You went to court and either a judge determined you were guilty, you plead guilty, or it was determined you were guilty due to your failure to appear in court at the appointed time. Whether or not you went to jail or paid a fine is not the determining factor. A judge has the power to sentence an offender to jail time and or a fine then suspend it all as long as that individual maintains good behavior for a specified period of time. So, the determining factor is, did the judge find you guilty, yes or no?

Felony- A felony is a crime in which the offender could, if found guilty, serve be sentenced to a state correctional institution or punished by death. In the state of Virginia, a good way to find out if an offense is a felony or not is if the punishments consist of not less than one year is a felony.

Misdemeanors- A misdemeanor is a crime in which the punishment is not more than a year incarceration, usually in a local jail and/or a fine.

HAVE YOU EVER BEEN CONVICTED OF A FELONY OR CLASS ONE MISDEMEANOR? YES ☐ NO ☐- Self explanatory question. Being convicted and/or jailed for an offense is a very traumatic event whether it was 20 days or 20 years ago, so if an individual checks no then tells us that he/she had forgotten about a particular incident until they are deep into the process, or we brought it to light can cause an individual to be looked at with a skeptical eye.

IF “YES” INDICATE THE CHARGES- We do not need the exact state code (if you have that information it would be helpful to include it), but a basic description of the charge would be good. Again, there is a low tolerance for cases of selective.

WHERE CONVICTED- What city and state where you convicted.

DATE OF CONVICTION- This is simply the day you appeared in court and the judge found you guilty.

HAVE YOU EVER PLEAD NOLO CONTENDERE OR PLEAD GUILTY TO A CRIME WHICH IS A FELONY OR A FIRST DEGREE (CLASS ONE) MISDEMEANOR? - YES ☐ NO ☐

Before you answer this quest we, again, have to ensure you under stand some terms.

Nolo Contendere- A plea entered by the defendant in response to being charged with a crime. If a defendant pleads nolo contendere, he/she neither admits nor denies that she committed the crime, but agrees to a punishment (usually a fine or jail time) as if guilty. Usually, this type of plea is entered because it can't be used as an admission of guilt if a civil case is held after the criminal trial.

IF YES, INDICATE THE CHARGES- Indicate what you were charged with along with the applicable state/ local code. If you do not have this information, provide a very descriptive explanation of the charge.

WHERE- Where were you charged, i.e., city/state.

DATE OF CONVICTION - Provide the date you went to court and the judge found you guilty.

HAVE YOU EVER BEEN CONVICTED OF A FELONY, WHICH WAS REDUCED TO A MISDEMEANOR? - YES ☐ NO ☐

Use the preceding definitions as a guide to assist you in answering this question. Were you originally charged with an offense considered a Felony, you went to court and either, 1) The judge heard the testimony and deemed the offense to be a misdemeanor or 2) You Plea Bargained the offense down to a misdemeanor.

IF “YES”, INDICATE THE CHARGES:

Provide as much information as you can i.e., Name of charge, state code.

WHERE: City and state in which you were charged

DATE OF CONVICTION: Enter the date you went to court and the judge stated you were guilty.

HOW DID YOU FIND OUT ABOUT THE POSITION YOU ARE APPLYING FOR.

Listed are several advertising venues used by Norfolk Police, indicate the medium that brought our organization to your attention.

BACKGROUND INFORMATION SUPPLEMENT DETAIL

At the top of this page are some instructions reference completing this section of the application, ensure that you follow them to the letter. Also the application gives a list of documents that should be attached if applicable, if they apply to you, attach **copies** with your application.

1. PERSONAL HISTORY

LIST ALL NAMES YOU HAVE USED, INCLUDING NICKNAMES. IF FEMALE, PROVIDE

MAIDEN NAME.

FULL NAME:

Print or type your full name as indicated on the application (**LAST, FIRST, MIDDLE, NICKNAME, MAIDEN**).

IF YOU EVER USED ANY SURNAME OTHER THAN YOUR TRUE NAME, DURING THAT PEIORD AND UNDER WHAT CIRCUMSTANCES WAS THAT NAME(S) USED?

Your surname is your last or family name. When did you use the different surname, what were the circumstances (were you married, did you change your last name to your wife's maiden name)? We need to know the exact reason why you changed your last name

**HAVE YOU EVER CHANGED YOUR NAME (OTHER THAN MARRIAGE)? YES NO
IF YES INDICATE THE FOLLOWING: DATE, PLACE, COURT**

Give the date, city/state, and the court that you files for change of name.

DATE OF BIRTH AND PLACE OF BIRTH

Indicate your date and the city, state, and country you were born.

**MOTOR OPERATOR (DRIVER'S) VEHICLE LICENSE #
DATE ISSUED
STATE**

We need your drivers license number, the date that license was issued to you, and what state issued it.

HAS YOUR DRIVERS LICENSE EVER BEEN SUSPENDED? YES NO

This question ask if it has ever been suspended, not how long or in what state (all the fore mentioned applies) but has it **ever** been suspended.

IF YES PROVIDE DATES AND DETAILS:

Provide the date and the circumstances behind the suspension (why was it suspended When was it suspended).

**HAVE YOU HAD ANY TRAFFIC CITATIONS IN THE PAST 7 YEARS?
YES NO**

IF YES PROVIDE DATES AND DETAILS

Have you ever received a traffic ticket anywhere, any state, and for any reason.

We also need the dates and details, when where and why did you receive the citation.

2. PRESENT MATERIAL STATUS

**IF PREVIOUSLY MARRIED OR DIVORCED, ATTACH AN ADDITIOINAL SHEET REFLECTING
DATE AND PLACE.**

We need dates and supporting documents indicating when you were married/divorced. Attach copies these documents, not originals.

SINGLE MARRIED (DATE) WIDOWED (DATE) DIVORCED (DATE) SEPERATED

Indicate which applies to you and provide the necessary dates

MARRIED TO (IF FEMALE, MAIDEN NAME) PLACE

Provide the name of your spouse and the place (City/State) you were married.

DIVORCED FROM (IF FEMALE, MAIDEN NAME) PLACE COURT

Provide the name of the spouse you were divorced from, your maiden name, place or location of divorce, and court your divorce was filed.

NUMBER OF CHILDREN

Indicate the number of children you have with the individual indicated above.

3. PAST RESIDENCES

CHRONOLOGICALLY LIST ALL OF YOUR RESIDENCES FOR THE PAST 10 YEARS. INCLUDE ADDRESSES WHILE ATTENDING SCHOOL, IF AWAY FROM HOME.

We want you to list **everywhere** you have lived over the past ten (10) years. This is to include, but is not limited to: schools, military, and residence. In the space provided, list the dates, if you do not know the exact date list it as close as possible.

From- will indicate the date you moved into the residence and

To will indicate the date you moved out.

APT. - indicates the apartment number/letter (or combination of the two) that indicated the residence you lived in.

STREET ADDRESS, RFD, P.O. BOX, ETC- indicates the street address you resided at.

CITY- Indicates the city in which you resided

STATE- Enter the abbreviation for the respective state.

ENTER THE 5 DIGIT ZIP CODE FOR THE AREA YOU LIVED IN.

4. PUBLIC SAFETY EMPLOYMENT INQUIRIES

HAVE YOU APPLIED FOR EMPLOYMENT IN THE FIELD OF PUBLIC SAFETY WITH OTHER ORGANIZATIONS WITHIN THE PAST 5 YEARS THAT IS NOT LISTED AS A PAST EMPLOYER?

☐ YES ☐ NO

You are to list any and all law enforcement agencies you have applied in the past 5 years. That means any and all agencies, FEDERAL, STATE AND LOCAL. List all police department, sheriffs, or any organization that has responsibility it is to enforce state, federal, or local laws and codes.

IF YES PROVIDE THE FOLLOWING INFORMATION:

NAME OF ORGANIZATION- Indicate the name of the law enforcement agency you applied to i.e., Virginia Beach Police Department, New York Department of Corrections, Texas Game Warden.

POSITION- Name the position you applied for, i.e. police officer, deputy, etc.

DATE APPLIED- Indicate the date you applied for this position.

5. PUBLIC SAFETY EXPERIENCE

CHRONOLOGICALLY LIST POSITIONS YOU HAVE HELD IN THE FIELD OF PUBLIC

SAFETY, BEGINNING WITH THE PRESENT OR THE MOST RECENT EMPLOYMENT. BE SPECIFIC IN DESCRIBING YOU DUTIES AND RESPONSIBILITIES OF EACH POSITION.

NAME OF EMPLOYER - List the name of the agency you worked for, i.e. Obechoke Sheriff Department Obechoke County Fl., Georgia State Department of Investigation, Los Angeles Police Department.

FROM- Indicate the date you started working at the listed department. In the spaces provided, indicate the **month, day, and year** you started working for said agency.

TO- Indicate, in the spaces provided, the **month, day, and year** you departed said organization.

ADDRESS- Indicate the address of the agency you were last employed with. Ensure you provide the complete address.

PHONE NUMBER- Provide the complete phone number with area code.

JOB TITLE- Indicate your official job title, i.e., Patrolman. Police Officer II, Investigator.

HOURS PER WEEK- Indicate the hours per week you worked at this position.

NAME AND TITLE OF SUPERVISOR- Indicate the name of your **direct** supervisor while employed at this agency

REASON FOR LEAVING- Why did you leave this organization? Please indicate the true reason for your departure, keep in mind, we will talk to the Internal Affairs Division of this department.

DUTIES AND RESPONSIBILITIES- What was your job? What were you charged with doing?

YOUR NAME, IF DIFFERENT, WHILE EMPLOYED HERE- While you were employed at this agency, was your name different than the name you are using on this application.

6. REFERENCES

PROVIDE 3 REFERENCES (NOT INCLUDING RELATIVES, FORMER EMPLOYERS, FELLOW EMPLOYEES, OR SCHOOL TEACHERS) WHO ARE RESPONSIBLE ADULTS OF REPUTABLE STANDING WITHIN THEIR COMMUNITY WHO HAVE KNOWN YOU WELL DURING THE PAST 5 YEARS.

Ensure you follow the directions listed, especially those stating who **NOT** to include.

NAME- Indicate the individual's full legal name. Remember, the instructions ask for **reputable** people you have known for a minimum of 5 years, so if you do not know the individuals last name, or you only know them by Mookie, then maybe you need to consider listing someone different.

SEX- Are they a male or female

HOME PHONE- List there home phone number with area code

EMPLOYER/OCCUPATION- **Where** does the reference work? What is his/her occupation?

RESIDENCE ADDRESS- **List** the physical address for the individual you are using as a reference

AGE- What is the age of the individual you are using as a reference

BUSINESS PHONE- List the individuals work phone number with area code

BUSINESS ADDRESS- List the individual's business address

CITY/STATE/ZIP – List the reference's city state and zip code

YEARS KNOWN- How many years have you known this individual?

OTHER PHONE- Is there another phone in which this individual can be contacted?

BUSINESS CITY/STATE/ZIP- Enter the individual's business city, state, and zip code

PROVIDE 3 PAST OR PRESENT NEIGHBORS

Use the same rules for this area that was used for the previous section (Section 6 References)

7. MILITARY RECORD

COMPLETE THIS SECTION IF YOU HAVE EVER SERVED IN THE ARMED FORCES OF THE UNITED STATES

SERIAL NUMBER- This is your social security number

HIGHEST RANK ATTENDED DATES OF ACTIVE DUTY- What was your rank when you were discharged from the military

DISCHARGE TYPE- What type of discharge did you receive when you separated from the military? Did you receive an Honorable, Less Than Honorable, General, or Bad Conduct Discharge?

SERVICE BRANCH- What branch of the military did you serve in (Army, Navy, Air Force, or Marines).

BASIS

SEPERATION CENTER

MEMBER OF THE RESERVE: YES NO READY STANDBY

SERVICE BRANCH- What branch of the military did you serve in (Army, Navy, Air Force, or Marines).

NATIONAL GUARD: PRESENT FORMER STANDBY

ANY DISCIPLINARY ACTION TAKEN AGAINST YOU IN THE SERVICE? YES NO IF YES, DATE: PLACE- Did you receive any disciplinary action what so ever? This question requires that you list any and all actions. What date and location did the offense occur. Again, it pays to be honest. You do not want a member of the recruiting staff to discover that you had been disciplined and feel that you are attempting to

conceal something. This could be reason for you to be removed from the hiring process. It would be good to keep in mind that we have members who were members of the military and we do working relations with military administration offices.

NATURE OF OFFENSE- What rule code or law did you break under the Uniform Code of Military Justice or other violation?

ACTION TAKEN- What was the punishment you received?

7. CREDIT RECORD

This section is provided so we can get an idea of your credit situation

IF EMPLOYED BY THE CITY OF NORFOLK, WILL YOU HAVE OTHER SOURCES OF INCOME? YES NO IF YES, EXPLAIN:

Indicate any outside employment you plan to keep if hired by the city or if you own your own business.

HAS YOUR CREDIT RECORD (INCLUDING SPOUSE) EVER BEEN CONSIDERED UNSATISFACTORY, OR HAVE YOU EVER BEEN REFUSED CREDIT? YES NO IF YES, PROVIDES NAMES OF CREDITORS, DATES, PLACES AND CIRCUMSTANCES:

Have you ever received a bad credit rating or had a loan request denied? Provide the name of the company that denied you the loan, what date they denied you, and what were the circumstances.

ARE YOU OR YOUR SPOUSE INDEBTED TO ANYONE? YES NO IF YES, LIST ALL DEBTS OVER \$500

Simple, list all the debts you have over \$500.00 only

CREDITOR- List the name of the creditor (the institution that loaned you the money

ACCOUNT# The account number

LOCATION OF ACCOUNT

PAYMENTS DUE- What is the minimum payment due on the account every month or pay cycle?

AMOUNT- How much do you owe?

LIST ALL DEBTS THAT ARE PAST DUE. INDICATE NUMBER OF PAYMENTS PAST DUE AND AMOUNT OF EACH PAYMENT, ACCOUNT NUMBER AND LOCATION OF ACCOUNT

List all payments that are presently past due at the date of this application and provide the requested information listed.

Use the preceding section to answer the questions listed below. The 6 questions below are to be answered for each account that's past due.

CREDITOR

ACCOUNT#

LOCATION OF ACCOUNT

PAYMENTS DUE

AMOUNT

TOTAL AMOUNT PAST DUE

*NOTE- List any bankruptcies to include date.

8. COURT RECORD

Have you ever been convicted of any criminal violation? YES NO IF YES, PROVIDE:

This section ask for **any** criminal you have been convicted. Any means just that, **any**, no matter how minor offense, spitting on the sidewalk, littering, loitering, **anything**. The following information is to be provided for **each** charge.

DATE- The date you were charge

PLACE- The city/state you were charged

AGENCY- What agency charged, i.e., police department, individual, investigative agency (CID, FBI, NCIS etc.)

CHARGE- Provide the applicable code and name of what you were charged with, i.e., 18.2-57 Assault and Battery

DISPOSITION- What was the outcome? Were you convicted or found innocent? **Reference the section of this guide titled BACKGROUND INFORMATION for the definition of conviction.**

DETAILS- Why were you charged? What was the fine/jail time given by the judge?

10. RELATIVES EMPLOYED BY THE CITY OF NORFOLK

LIST THE COMPLEATE NAMES OF ANY RELATIVES (INCLUDING IN-LAWS) WHO ARE EMPLOYED BY THE CITY OF NORFOLK

COMPLEATE NAME- The Complete name of the

RELATION- Relation. Is the individual your cousin, brother, or sister?

DEPARTMENT- What depart does this individual work at? Utilities, Forestry, Police, etc.

POSITION TITLE- What is the individual's job title? Are they a Sergeant, Director, Vehicle Operator, what?

11. ORGANIZATIONAL MEMBERSHIP

LIST ALL CLUBS, SOCIETIES OR ORGANIZATIONS WITH WHICH YOU HAVE BEEN OR CURRENTLY ARE A MEMBER

ORGANIZATION- What is the name of the organization?

CITY/STATE- What city and state is the organization located

STATUS FORMER/CURRENT- Are you a current or former member of this group?

POSITION HELD OR EXTENT OF ACTIVITY- What was/is your title? If you held a position, what was it?

ARE YOU OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY OF THE U.S.A. OR ANY COMMUNIST OR FASCIST ORGANIZATION? YES NO

HAVE YOU OR ANY FAMILY MEMBER EVER BEEN A MEMBER OF ANY FOREIGN OR

DOMESTIC ORGANIZATION, ASSOCIATION, MOMENT, GROUP OR COMBINATION OF PERSONS WHICH IS A TOTALITARIAN, FACIST, COMMUNIST, SUBVERSIVE OR WHICH HAS ADOPTED OR SHOWS A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OR FORCE OR VIOLENCE TO DENY OTHER PERSONS OF THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR WHICH SEEKS TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS. YES NO- Have you or any family member ever been a member of any of the groups listed above.

IF YES TO EITHER OF THE ABOVE, EXPLAIN FULLY- Give a full explanation as to your or your family members involvement in the organization you have listed. If you need a separate sheet of paper, please attach it to the application using the same format listed for section 11.

12. DRUGS- SUBSTANCES

HAVE YOU EVER TRIED OR EXPERIMENTED WITH ANY ILLEGAL DRUGS OR SUBSTANCES SUCH AS: MARIJUANA, HASHISH, COCAINE, HALLUCINOGEN, HERION, STEROIDS, ETC.?
YES NO- Again, as I have stated in previous sections, do not lie yourself out of a job. You may have consumed an illegal substance but not met the guidelines to be disqualified, lie on your application or to the oral board stating that you did not use the substance and be eliminated from the process. The question asks have you ever, so regardless if it was 10 days ago or 10 years, we want to know when you consumed the product.

IF THE ANSWER TO ANY OF THE ABOVE IS “YES”, PLEASE COMPLETE SECTION BELOW:

Enter the month and year in the DATE FIRST USED and DATE LAST TIME USED columns, for example if the first time you used Marijuana was April 1995 and the last time you used Marijuana was July 2001 and the total amount of times used between that period of time was 8, you would present the information as listed above

	DATE FIRST USED	DATE LAST TIME USED	TOTAL APPROXIMATE USES
MARIJUANA	4/95	7/01	8
HASHISH			
COCAINE			
HALLUCINOGEN			
HERION			
STEROIDS			
SPEED			
OTHER			

EXPLAIN/COMMENTS- Explain the circumstances surrounding your use of the listed illegal substance

***NOTE: WILFUL CONCEALMENT OR FALSIFICATION OF DRUG USE WILL BE GROUNDS FOR REJECTION OF YOUR APPLICATION OR DISMISSAL FROM CITY EMPLOYMENT**

13. Certification

There are 3 parts to the CERTIFICATION. The PRIVACY NOTICE, SOCIAL SECURITY NUMBER, and CERTIFICATION. I will give a brief description of each

PRIVACY ACT NOTICE- This section explains what your application is used for, what it can be used for, and who, outside the Department of Human Resources, may receive information from your application.

SOCIAL SECURITY NUMBER- Fundamentally explains that your Social Security number must be disclosed for you to receive specific benefits that you are seeking, i.e., pay, retirement, and other benefits.

CERTIFICATION- This section is simply stating that all the information you are providing is true, that you understand that false information may be grounds for your termination from employment with the City of Norfolk.

You will notify the City of Norfolk if you change address, failure to do so may result in your removal from the hiring process.

The information you have provided can be shared with other agencies to determine your suitability for employment, reemployment, transfer and promotion.

It gives the City of Norfolk permission to contact your present and former employer for information concerning your employment history.

Sign and date

THE CITY OF NORFOLK HIRES ONLY U.S. CITIZENS AND LAWFULLY AUTHORIZED WORKERS- Simply stated, you must be a citizen of the United States of America or an AUTHORIZED alien worker. The statement underneath this sentence simply states you affirm that you are a U.S. citizen or legal worker and that you understand that you can be prosecuted if you are not.

The next paragraph states that you have read, or have had read to you, the class specifications and posted requirements for this position and that you can perform the duties this position requires with or without certain accommodations. You are to circle **(WITH)** or **(WITHOUT)** and sign and date on the lines below the paragraph.

The last paragraph asks you for a list of any/all accommodations needed and an explanation for each.

14. APPLICATION SUPPLEMENT

USE THIS AREA TO PROVIDE ADDITIONAL INFORMATION, COMMENTS OR REMARKS

EEO/AFFIRMATIVE ACTION DATE

This section is for statistical data only and is not mandatory that it be completed

CHECKLIST OF ADDITIONAL DOCUMENTS

This is a final checklist to ensure you have attached the necessary document to process your application. Please attach the listed document in the order in which they are listed on the check list.

The **additional documents** are mandatory if they apply to your particular situation.

AUTHORIZATION FOR RELEASE OF INFORMATION

The Authorization for Release of Information gives permission to any agency contacted by a Background Investigator to release **any** and **all** information concerning you, the applicant. It releases the supplier from any and all liability which may be incurred from the release of such information. In other words you are giving **everyone** and **any organization** permission to release **any** and **all** information necessary to complete a thorough background check of you and you have no recourse.

